

Fall 2008 MEAP Coordinator Briefing Webcast
September 10, 2008
Questions & Answers

1. *With the new test administration schedule, if a student is present on the day of administration, but is unable to complete the assessment that day (e.g., the student becomes ill, etc.), will that student be able to complete the assessment on another day or will the student have to take the makeup form of the test?*

Each grade level/subject area assessment must be administered in its entirety in one day. If a student starts an initial test, but leaves school due to illness, etc. and does not finish, they must take the entire makeup test on the designated date(s). The partially completed answer document for the initial test should be returned in the orange *Special Handling/Word Processed* envelope with an explanation attached. The completed answer document for the makeup test (with a new barcode label attached and the Form 11 circle filled in) is returned with a completed School/Grade Header Sheet.

2. *If a student shows up to school late on the day of an initial test, after the testing period has begun, do they need to take the test that day or on the makeup date?*

Schools have flexibility in administering MEAP tests. There is no specific “start” time for each test. If a student is only a few minutes late, school staff that has been trained on MEAP test administration procedures, could read the test directions to this student in a separate room/area, and then bring the student into the testing room to complete the portion of the MEAP test being administered.

The building MEAP coordinator or test administrator will have to make a determination on whether there is enough time left in the school day for the student to complete the test (or session of a test) being administered. If the student arrives so late that they will not have time to complete the entire test, then the makeup test should be administered on the specified dates. For example, if a student comes to school at noon on October 16 to take ELA Session 1, there would not be enough time left in the school day to administer the entire ELA Session 1 test. The student should be given the entire makeup test on October 22 or on October 29 or 30 if needed.

3. *Are there required times for the administration of the tests or do schools have some flexibility?*

Schools have flexibility in the scheduling of MEAP tests, as long as the tests are completed in one day, on the date specified in the Fall 2008 MEAP Assessment Schedule.

4. *Does it matter if you do Part 1 or 2 first on the Mathematics portion of the MEAP?*

Schools are allowed to administer the MEAP tests in any order. However, the MEAP office does recommend that grade 3 ELA and math tests be given in the order presented.

5. *How are the future core questions being tested on the Mathematics test?*

Future core items in fall 2008 will be scored but will not count towards a student's score. These items may be used in 2009-10 and they will contribute to a student's score.

6. *Do second year ninth graders need to retest if they haven't earned enough credits to be an official tenth grader?*

All students that the district considers to be enrolled in grade 9, including any students enrolled in grade 9 for a second year, are expected to participate in the assessment.

7. *Are students allowed to use highlighters or colored pencils in their test booklets?*

Students may underline, highlight, or write notes (colored pencils are allowed) in their *test booklets* only. Highlighters, crayons, colored pencils, etc., may NOT be used on answer documents.

Because the grade 3 tests are a combined answer document/test booklet, students are instructed to be careful not to make any stray marks near the circle they fill in for their answer.

8. *May volunteers (retirees, parents) help with putting labels on booklets?*

Any person who assists with test administration or handling (even applying labels to student answer documents) must sign a MEAP Security Compliance Form and be made aware of the importance of MEAP test security and confidentiality. Volunteers cannot be a parent of a student who tested and must be supervised by school staff at all times. The school will be held responsible for any breach in security.

9. *Orange envelopes could be used every week and should be put in the 1st box being returned?*

This is correct. If there are answer documents that require special handling or word-processed documents to be returned for initial testing, they go on top of all other materials in the first box being returned. If more orange envelopes are

needed, the district coordinator may order these on the Additional Orders screen on the OEAA Secure Site.

10. What if a student is absent on all four possible makeup and testing dates?

There are no additional opportunities to participate in the assessment beyond the regularly scheduled initial test date and the makeup test date(s). If a student has a medical condition that prevents testing, the district may send a note to aypcontactus@michigan.gov containing the following information:

- A) Student's name
- B) District and School
- C) Nature of the Medical Condition; and
- D) Dates of the Medical Condition.

11. Would I bubble in "Standard Accommodation" on answer documents for those students receiving accommodations according to an IEP or Section 504 Plan?

Yes, if a student's IEP or Section 504 Plan requires the use of testing accommodation(s) and the accommodation(s) specified is a standard accommodation according to the State Board of Education approved *Assessment Accommodations Summary Table*, the student's answer document would have the Standard Accommodation circle filled in.

If the testing accommodation(s) is nonstandard (NS) according to the *Assessment Accommodations Summary Table*, the nonstandard circle would be filled in on the answer document. The parents of the student must be notified and made aware of the consequences of the use of a nonstandard accommodation during testing.

12. Is the Resource teacher the only person who can test a student with standard accommodations (according to their IEP)?

If an IEP or Section 504 Plan specifically states that "the resource teacher" is the only person that can administer a test to the student, then the resource teacher is the only person who can administer the MEAP test. All specific assessment requirements designated in an IEP must be followed.

However, if there is no specification in the IEP or Section 504 Plan on who can administer a test to the student, then school staff that have been trained in test administration procedures and have signed a MEAP Security Compliance Form may administer the MEAP test(s) to the student.

13. Will students with an IEP or Section 504 Plan be using form 1 as their test booklet?

If the student's IEP or Section 504 Plan requires an accommodated version or extended time testing for a MEAP test, the student must also have a Form 1 test booklet to use while testing. Accommodated versions of the MEAP test (Braille, enlarged print, reader script, audio, or video) are shipped with a Form 1 test booklet.

For other types of accommodations (e.g., special seating, special lighting, small group setting, etc.), students may use whatever form of the test is assigned to the school.

14. Regarding the shipping dates for accommodated versions of a test, is an initial accommodated version, e.g., Math accommodated version, to be shipped out on October 20th with the regular/non-accommodated Math materials on October 20th?

Students who use an accommodated version of a MEAP test (Braille, enlarged print, reader script, audio, or video) have through the end of the test window (October 30th if needed) to complete their assessment. Therefore, accommodated versions do not have to be included with the early returns on October 20th or 27th.

However, if there are documents that have been completed and are ready to be returned, schools may return them in the earlier return dates.

15. Any student who is absent on the initial test date and needs to makeup a test, will they be making up the test on Form 11? How many of Form 11 will each school receive?

Yes. Any student that is absent on the initial test date must be given a makeup test (Form 11) on the specified dates. The number of Form 11 booklets shipped to schools is based on a percentage of the school's order entered on the Student Count screen and will be included with the first shipment of test materials. Materials are due in districts approximately two weeks prior to the beginning of the test window.

16. Are the multiple return dates (October 20, October 27, and November 5) mandatory or an option a district may choose to employ.

Schools that ship their materials after November 5 will incur late fees.

October 20 and 27 are the return dates for the initial test materials (used answer documents and secure test booklets). After the initial test dates for each subject area test, initial test forms (Forms 1 – 10) cannot be used for any other testing

(other than Form 1 for use with accommodated versions). There is no reason for schools to retain the initial test forms. Test security is extremely important and used answer documents and test booklets should be returned by the dates given.

- 17. Must nonscorable materials be returned on the same 3 dates as scorable materials, or can schools “deal with” the nonscorables at the end and ship them at the end ship date (Nov 5th)?*

For test security reasons it is important that schools return the secure, nonscorable test booklets on the given return dates (October 20 for math and ELA Session 1 and October 27 for ELA Session 2, science and social studies), along with answer documents being returned for scoring.

- 18. Do we have to ship materials separately, or if we prefer to organize it in one shipment, is that allowed?*

Scorable and nonscorable materials are to be returned in multiple shipments as stated in the coordinator handbook. For example, scorable and nonscorable materials for the initial math and ELA Session 1 tests can be returned together in one shipment on October 20. The boxes containing scorable materials (with the blue scorable label affixed to each one) are number 1 of x, 2 of x, etc. The boxes of nonscorable materials (with the green nonscorable label affixed to each one) are numbered 1 of x, 2 of x, etc. and can be returned in one shipment via FedEx. The initial ELA Session 2, science, and social studies tests can be returned in one shipment on October 27.

- 19. Schools need to return the materials in multiple shipments. What do we do with the tests of the students that were absent on the designated assessment day? Example: a child misses the 1st part of ELA. Do we send back the shipment without that student’s document, or do we allow the child to makeup the test when they return and hold the other until they can be sent together?*

If a student is absent on the initial test date they must take the makeup test (Form 11) on the specific date(s). In this example, the ELA Session 1 initial test booklet that was intended for this student should be returned on October 20. There is no reason for the school to keep the initial test booklet, as it cannot be administered on any other date. The student would take the ELA Session 1 makeup test (Form 11) when they return to school on October 22, or October 29 and 30 if needed.

This does not affect a student’s answer document in grades 4 – 8. If a student barcode label is applied to an answer document, then the student is absent on the initial test date, the answer document AND barcode label can be used when the student returns to school and takes a makeup test. The student will fill in the circle on the answer document indicating they used a Form 11 makeup test booklet.

The exception to this is for grade 3 students. The grade 3 test booklet is a combined answer document/test booklet; therefore each document has a form number at the top. For example, a 3rd grade student has their barcode label affixed to a Form 4 math booklet and they are absent from school on October 16. A new label will have to be printed and affixed to a grade 3 Form 11 math booklet.

20. *Do we have to reprint a barcode label for a student who is absent on a test date to affix to the Form 11 answer document?*

See #19.

21. *Since Form 11 is makeup specific – if Building A needs 10 more and Building B has more than they need, can I assume that we can share before we order more?*

No, district MEAP coordinators should be contacted for additional materials. A supply of overage materials is shipped to each district coordinator and it is their responsibility to order additional materials, if necessary. Also, every MEAP test booklet shipped to schools has a unique barcode that links it to the school. Schools need to return all test booklets that were shipped to them.

22. *How do we get the makeup form on Tuesday when the 1st administration was Friday of the previous week? (Science)*

23. *Are makeup test forms (#11) being shipped with the regular tests? If so, how many will be coming and what would we do if we run out?*

A supply of makeup tests (Form 11) is being shipped along with the initial test materials and is based on the information schools entered on the Student Count screen. District MEAP coordinators are responsible for distributing overage materials and submitting additional orders for schools within their district.